ACT Statewide Assessments
for 2008-2009

District Assessment
Coordinator's Guide

EXPLORE
PLAN
The ACT

Prepared by ACT in cooperation with the
Kentucky Department of Education

Customer Service

Phone:
EXPLORE and PLAN Customer Service 877.228.5484
The ACT Customer Service (General Questions)…….….……..800.553.6244 Ext. 2800
The ACT Customer Service (Accommodated Testing)………800.553.6244 Ext. 1788

Email:
EXPLORE …………………………………………………………explore-ky@act.org
PLAN ……………………………………………………….…………….plan-ky@act.org
The ACT …………………………………………………………….kytest@act.org

Customer Service Regular Hours:
Monday through Friday, 9:30 AM - 6 PM ET or 8:30 AM - 5 PM CT

Customer Service Extended Hours during testing periods:
Monday through Friday, 8 AM - 6:30 PM ET or 7 AM - 5:30 PM CT

ACT Customer Services will not be available the following days:

- Labor Day   September 1, 2008
- Thanksgiving and following day   November 27 and 28, 2008
- Christmas Day and following day   December 25 and 26, 2008
- New Year's Day and following day   January 1 and 2, 2009
- Martin Luther King, Jr. Day   January 19, 2009
- Presidents' Day   February 16, 2009
- Memorial Day   May 25, 2009
- Day before Independence Day   July 3, 2009

DACs should contact KDE Assessment Support for questions about:

- Who should test
- Allowable accommodations for EXPLORE and PLAN
- Changes to DAC name or contact information, school names, or shipping addresses

KDE Assessment Support 502.564.4394

Monday through Friday, 7:30 AM - 5 PM ET or 6:30 AM - 4 PM CT

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AN OVERVIEW OF ACT'S
EDUCATIONAL PLANNING AND
ASSESSMENT SYSTEM (EPAS)

> ***From the Kentucky Department of Education:***
>
> *…SB 130 requires all Kentucky public-school students to take the Educational Planning and Assessment System (EPAS) tests from ACT, Inc., including EXPLORE for eighth graders, PLAN for tenth graders, and the ACT for eleventh graders, beginning in the 2007-2008 school year. The law also calls for ACT scores to be recorded on high-school transcripts and for ACT, Inc., to supply an individual report for each student based on the results of each of these tests.*
>
> *These reports will provide teachers and parents with important and helpful feedback about the academic progress being made by students. These reports will also help identify students with academic deficiencies and provide guidance in developing individual, accelerated learning plans designed to correct these deficiencies. The feedback will also help challenge students by urging them to take accelerated courses, with an emphasis on Advanced Placement (AP) courses…*

ACT's three EPAS programs – EXPLORE®, PLAN® and the ACT® – are based on a common content continuum in each of the four areas tested (English, mathematics, reading, and science). Each includes non-cognitive measures and surveys that allow students to build relationships between their academic development, their backgrounds, and their plans.

All of the assessments are multiple choice tests administered under standardized conditions. The tests in each of the EPAS assessment programs are designed to be developmentally and conceptually linked, while addressing the level of difficulty and content appropriate to the respective grades.

To reflect that continuity, the test names (English, mathematics, reading, and science) are the same across the three programs. The EPAS programs are, therefore, extremely helpful for measuring students' achievement over time, for gauging students' readiness for the transition to the next level of learning, and for school program evaluation.

EXPLORE   **September 15-26, 2008**   **EXPLORE Testing Window**

EXPLORE is designed to help **eighth graders** explore a broad range of options for their future. EXPLORE prepares students not only for their high school coursework, but for their post–high school choices as well.

PLAN   **September 15-26, 2008**   **PLAN Testing Window**

PLAN helps **tenth graders** build a foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

The ACT   **March 10, 2009**   **Initial Test Date**
                       March 10-24, 2009   **Accommodations Testing Window**
                       March 24, 2009   **Make-Up Test Date**

The ACT test assesses **eleventh graders'** general educational development and their ability to complete college-level work.

DAC RESPONSIBILITIES FOR EXPLORE and PLAN

As the District Assessment Coordinator (DAC), you are the primary liaison between ACT and the schools in your district for the EXPLORE and PLAN programs, and an important resource for the ACT, which is administered directly through the schools.

You are responsible for assuring adherence to the standardized testing policies, guidelines, and procedures outlined in the *Test Supervisor's Manual* and *Room Supervisor's Manual*, as well as those detailed in this guide. In addition, DACs are invited to participate in all conferences and workshops addressing testing procedures or the interpretation of results.

For EXPLORE, PLAN, and the ACT, DACs are required to submit rosters electronically to KDE for state records. Even though ACT Test Supervisors will be responsible for submitting ACT State Testing rosters on paper to ACT as well, an ACT roster must also be submitted to KDE for accountability purposes. All rosters submitted to KDE should contain annotations of accommodations, exemptions, and unusual situations.

PLACING INITIAL ORDERS FOR EXPLORE and PLAN TEST MATERIALS

In early July, KDE sent you a Customer Order Information File (COIF) that provided the mechanism for you to indicate the quantity of materials needed to test students in your districts. Specific instructions regarding the COIF were provided with that communication.

RECEIVING AND DISTRIBUTING TEST MATERIALS

All test materials will be shipped to arrive in your office approximately 10 days before the test period begins, using a traceable carrier. All test materials are considered secure and should be handled and stored accordingly at the district office and in the respective school buildings. See the *Test Supervisor's Manual* for EXPLORE and PLAN for specific guidelines on handling and storing secure test materials.

ACT will include everything needed for this year's testing, packed in reusable, triple-wall corrugated boxes with a return shipping label already affixed to the reversible flap. **You must not use any EXPLORE or PLAN materials remaining from prior years.** Please note that ACT will not be able to score test materials from prior years.

- ACT will package materials by building and assessment. If materials for any assessment are packed in more than one carton (N) per building, the cartons will be numbered 1 of N, 2 of N, etc. Cartons will be identified with colored tape to distinguish EXPLORE from PLAN cartons arriving at the same time.
- A packing list will be inserted in carton number 1 for each building and assessment.
- Organize cartons by building and assessment to check-in the materials.
- Pre-ID labels for EXPLORE and PLAN will be shipped separately, sorted alphabetically by student last names within school (i.e., in the order they were submitted to ACT). School personnel will need to affix EXPLORE and PLAN pre-ID labels to answer folders and sort answer documents by test room before the scheduled test day for each assessment.
- Special format materials ordered for students testing with accommodations may be packaged separately by building and assessment.

A separate DAC carton will be packed with district administration materials and a complete set of materials (except test books) being provided to Building Assessment Coordinators (BACs). Instructions for packing scoring-related materials will also be provided in this carton.

You should verify delivery of all materials detailed on the packing list for each building and assessment by opening the cartons and taking inventory of the contents of each carton separately.

- Materials are packed in a deliberate order and should be replaced in the carton in the same order.
- Report any discrepancies between the packing lists and materials actually received by calling ACT Customer Services immediately at the toll-free number provided on the inside front cover [page 2] of this guide.
- Make a photocopy of each packing list for your files before returning the original to the respective carton.
- Close each carton securely with packaging tape included in the cartons.
- After verifying carton contents against the packing list, distribute cartons to the appropriate buildings.
- Remind schools to keep sufficient shipping cartons for use in returning materials to you and, subsequently, to ACT.

REQUESTING ADDITIONAL MATERIALS

Building personnel should contact the DAC if they need additional EXPLORE or PLAN testing materials; you may transfer materials between buildings in your district if you know that a specific building has extra materials. However, do not transfer materials to or from another district. If, for any reason, you need to request additional EXPLORE or PLAN testing materials for any building in your district, contact ACT Customer Services as soon as possible (see inside front cover [page 2] of this guide. Please be sure to identify your order as part of the state contract.

(Please note that building personnel will be instructed to contact ACT directly for additional test materials needed for the ACT test. Test materials for the ACT should not be transferred or shared between buildings.)

RETURNING TEST MATERIALS

Used answer documents and administrative forms should be prepared for the scheduled pickup and returned to ACT. As the DAC, you are responsible for receiving materials from the schools as they conclude their testing, and preparing testing materials for return to ACT by the date scheduled (October 1) for carrier pickup. If your district includes more than one school, the scorable materials from all schools can be packed together by program; do not combine EXPLORE and PLAN materials in the same carton.

Please note that EXPLORE and PLAN answer folders received at ACT after October 7 will be processed but may not be included in the school/district aggregate reports.

Used EXPLORE and PLAN test books should be retained in the testing building in a secure manner, and returned to students with their student reports. Unused test books can be destroyed in a secure manner.

Braille test materials must be returned to ACT. Schools may dispose of other accommodations-related test materials that are not returned to students with their test results.

ACT SITE CODE CLARIFICATION

Please note the ACT site code for PLAN and the ACT is a six-digit code (different from the Kentucky assigned six-digit code). The ACT site code for EXPLORE is an eight-digit code.

EXPLORE

PROGRAM OVERVIEW

The EXPLORE program is a curriculum-based assessment program designed to help **eighth** grade students gain an understanding of their academic development in terms of preparation for college, make the most of their opportunities in high school and beyond, and guide them as they start thinking about future educational and career planning.

Like all assessment programs offered by ACT, EXPLORE is based on the belief that young people – and their parents, teachers, counselors, and school administrators – will make more productive plans and decisions if they have organized, relevant information available when they need it most.

EXPLORE assesses academic progress, provides an early indicator of college readiness, helps students understand and begin to explore the wide range of career options open to them, and assists them in developing a high school coursework plan that prepares them to achieve their post-high school goals.

DESCRIPTION	SUBJECT	NUMBER OF QUESTIONS	TIME
Required for all grade 8 students A curriculum-based educational and career planning program that helps students entering high school to build rigorous academic plans.	English Mathematics Reading Science	40 30 30 28	30 min 30 min 30 min 30 min

IMPORTANT DATES	
JULY 11	• EXPLORE State Testing orders due at ACT
SEP 5	• EXPLORE State Testing materials arrive in districts
SEP 15-26	• EXPLORE State Testing period
OCT 1	• UPS pickup of EXPLORE State Testing materials for return to ACT
OCT 7	• Deadline for receipt of EXPLORE Answer Folders. Answer folders received after this date may not be included in school/district aggregate reports.
DEC 8	• EXPLORE State Testing reports for buildings arrive in district offices
DEC 15	• EXPLORE State Testing reports for districts arrive in district offices
TBD	• EXPLORE State Testing data interpretation workshops for DACs and other district and building staff

WHO SHOULD BE TESTED?

All students enrolled in **grade 8** of a Kentucky public school, except alternate assessment students, should complete the EXPLORE program. Any student who skips grade 8 would still be required to take all mandatory tests administered to all students in grade 8. A student who must repeat grade 8 will be required to repeat grade 8 tests. Please note that ONLY grade 8 student testing is covered by Kentucky's contract with ACT – all other EXPLORE orders for testing students in other grades must be placed through ACT Customer Service. The schools and/or districts placing these orders (i.e., not KDE) will be responsible for these costs.

PRE-ID OF ANSWER FOLDERS

ACT will provide barcoded pre-ID labels based on the student data file provided by KDE. Labels will be packaged with test materials by building, sorted alphabetically by student last name (i.e., in the order they were submitted to ACT). Building personnel will need to affix labels to answer folders and sort documents by testing room prior to the first administration of nontest sections. Instructions for applying the labels will be included in the test materials shipment. Once a label is applied to an answer folder, the folder cannot be used for a different student. If there is no pre-ID label for a student please see EXPLORE *Frequently Asked Questions* for directions.

ACCOMMODATIONS

Rules for granting accommodations for EXPLORE testing are the same as for the Kentucky Core Content Test (KCCT). Go to **http://education.ky.gov/JumpTo/?jump=ACTAssessments** and click on EXPLORE Assessment for more information.

SPECIAL FORMAT MATERIALS AVAILABLE FOR ACCOMMODATIONS EXPLORE TESTING
• Large-print test book with large-print test response worksheet
• Braille test book
• Reader's script of test book
• Test recorded on audio CD or cassette

Reporting Accommodations

For students testing with accommodations, the BAC must fill in the circle in the Accommodations block on the back of the EXPLORE answer sheet that best describes the primary accommodation allowed for the student (see *Room Supervisor's Manual*, page 19).
- If extended time was allowed but not used, the appropriate extended time statement should still be marked.
- Mark only one accommodation statement for any student granted accommodations from the standardized procedures described in the *Room Supervisor's Manual*.
  1. Standard print materials, with *extended* time limits (no other assistance)
  2. Large print test book with standard time limits
  3. Large print test book with *extended* time limits
  4. Oral presentation from reader script and Braille with *extended* time limits
  5. Oral presentation from reader script only with *extended* time limits
  6. Braille test book with *extended* time limits
  7. Scribe to transfer answers to answer sheet with standard time limits
  8. Scribe to transfer answers to answer sheet with *extended* time limits
  9. Assistive communication device (i.e., FM audio system) with *extended* time limits
  10. Oral presentation from audio cassette or CD-ROM with *extended* time limits

Nontest portions of EXPLORE can be completed with the assistance of a reader or scribe in an untimed setting.

Limited English Proficient (LEP)
First year LEP students in grade 8 are not required to take the EXPLORE assessments. An EXPLORE answer folder for a first year LEP student should not be returned to ACT. Schools will need to document first year LEP status on the roster and during review of data for accountability with KDE.

Second year and beyond LEP students in grade 8 are required to take the EXPLORE assessments. Districts need to bubble in **LEP** in the Special Status Code section. If a LEP student receives any testing accommodation indicated on the PSP, districts also need to bubble the appropriate accommodation code on the answer sheet.

DISPOSITION OF MATERIALS AFTER TESTING

Immediately after concluding the testing process, BACs should gather answer folders, prepare them as described in the *Room Supervisor's Manual*, pages 18-19, and forward them, with completed administrative forms, to the DAC in the large envelopes provided. As materials are received from buildings, confirm that all administrative forms (School Report Headers, Irregularity Reports, etc.) have been completed appropriately and placed correctly with the answer folders for scoring. Instructions for packaging and identifying return cartons will be provided in a separate communication.

All used EXPLORE test books should be retained at the buildings in a secure manner, to be returned to the students with their EXPLORE Student Report. After EXPLORE Student Reports have been received by the students and the EXPLORE test books returned to them, any unused test books can be destroyed in a secure manner. You will not be able to use these test books next year.

EXPLORE REPORTS

All of the reports listed below will be delivered to DACs. Student and school reports should be forwarded to the respective buildings.

REPORTS	LEVEL	MEDIA
Student Reports showing school, district, and state norms (2 per student) including Item-Response	Student	Print
It's Your Future: Using Your EXPLORE Results (also available in Spanish)	Student	Printed booklet
Score Labels (2 per student)	Student	Self-adhesive labels
Roster of Student Records	School	Print
School Profile Summary Report	School	Print
Early Intervention Rosters	School	Print
Data File by School	School	CD
Presentation Packet	School	Print
College Readiness Standards Reports	School	Print
Interpretive Guide for EXPLORE School Reports	School	Print
Item Response Summary Report	School	Print
District Profile Summary Report w/ Presentation Packet with School Profile Summary Report and Presentation Packet for each testing building in the district	District	PDF on CD

Item Response Summary Report	District	Print
Data File by District	District	CD

With the exception of the College Readiness Standards Reports, all reports for students and schools will be delivered 5-7 weeks after receipt of all answer folders in order to allow time for calculation of district and state norms. A CD with PDF versions of your District Profile Summary and School Profile Summary reports will be delivered 3-4 weeks after school reports.

FREQUENTLY ASKED QUESTIONS

Q: *Test materials before the test: If a school does not have enough test materials for enrolled students, may I transfer materials from one school to another or borrow materials from another district?*
A: If a school needs additional EXPLORE test materials, they can be transferred from a school in your district that is certain to have extra materials. You should arrange for all such material transfers, and keep a log showing the transferring and receiving sites, quantities and serial numbers (if applicable) of the specific materials transferred. **Do not transfer materials between districts.**

Q: *Last-minute accommodations: What do I do if a student is injured and will have trouble reading or completing an answer document during testing?*
A: Complete a Medical Emergency Form provided by KDE.

Q: *Pre-ID labels: What should I do with a pre-ID label for a student who transferred out of our school before we tested?*
A: Destroy the label or, if already applied to an answer sheet, destroy the answer folder. Do NOT use the label for another student and do not forward the label to the new school

Q: *Pre-ID labels: If a student's name or birth date is incorrect on the pre-ID label, should I still use the label?*
A: Yes, because the information it provides will enable a match back to KDE's database. However, you should correct the information in the Student Information System (SIS).

Q: *Pre-ID labels: If there is no pre-ID label for a student, what should be done to test the student?*
A: If there is no pre-ID label for a student currently enrolled in the school, the BAC should prepare an answer sheet for the student prior to the initial test session by completing blocks A-H with demographic information from the school record. Be certain to enter the state student ID number in block H. In block K, fill in the circle for Test Form 03A. In the Special Status Codes area, fill in the circle for all special status codes that apply (see EXPLORE *Room Supervisor's Manual*, page 18).

Q: *Answer Document Completion: What if a student has used an ink pen to record answers on his or her answer document?*
A: Ask the student to use a #2 pencil to mark over each of the ink marks on the answer document, including any double responses to test items. This should be done under close supervision to ensure all original responses are covered with pencil marks.

Q: *Test materials after the test: What if I accidentally discarded or misplaced the boxes needed for the return of test materials?*
A: The original shipping cartons carried the authorized return shipping labels to be used for shipping scoring-related materials back to ACT. If these cartons are no longer available, call ACT Customer Services for instructions.

Q: <u>Test materials after the test</u>: *What should I do with the used EXPLORE test books?*

A: Used EXPLORE test books should be retained in the testing building and returned to the students with their score reports. Unused test books can be destroyed in a secure manner as you will not be able to use these test books next year.

Q: <u>*Test materials after the test/Test Security*</u>*: What should I do if I find answer folders that should have been returned to ACT?*

A: For EXPLORE answer folders to be processed they must be returned to ACT. If a used answer folder is found after the original return shipment, place the materials in a flat envelope or a small carton, if necessary, and include the following information on a sheet of school letterhead paper:
- school name,
- ACT EXPLORE school code,
- test date, and
- type and number of materials enclosed.

    Mail to: The ACT Scoring Center, 2727 Scott Blvd., PO Box 4059, Iowa City, IA 52243.

RESOURCE DOCUMENTS AVAILABLE

Why Take EXPLORE?
EXPLORE Test Supervisor's Manual
EXPLORE Room Supervisor's Manual
Instructions for Completing Your EXPLORE Answer Folder
Instructions for Special Testing
EXPLORE Answer Folder – blank
EXPLORE School Report Header – blank
Interpretive Guide to EXPLORE School Reports
It's Your Future: Using Your EXPLORE Results

PLAN

PROGRAM OVERVIEW

The PLAN program helps **tenth** grade students build a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

PLAN can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As a "pre-ACT" test, PLAN is a powerful predictor of success on the ACT. At the same time, many schools recognize the importance of PLAN testing for all students, as it focuses attention on both career preparation and improving academic achievement.

SPECIAL NOTE REGARDING PLAN EDUCATIONAL OPPORTUNITY SERVICE (EOS)
KDE is providing a student data file to ACT for use in generating PLAN pre-ID labels for each enrolled student. However, this file will NOT include students' mailing or email addresses.

For students to be able to benefit from PLAN's Educational Opportunity Service (EOS) and to receive information from colleges and scholarship agencies that may be of interest to them, students MUST complete the following steps as directed on pages 2, 3, and 6 of *Instructions for Completing Your PLAN Answer Folder* and in the *Room Supervisor's Manual*, page 9.

- Fill in the oval in block C to indicate that they are making a change to the original pre-ID record provided by KDE. If block C is not marked, the PLAN scoring system will not recognize the addition of a mailing or email address entered on of the answer folder.
- Mark "YES" in block I to indicate interest in receiving EOS information.
- Enter a complete mailing address in blocks P to S, and, if available, an email address in block O (optional).

ACT will provide these instructions to building personnel through a supplement to the *Room Supervisor's Manual*.

DESCRIPTION	SUBJECT	NUMBER OF QUESTIONS	TIME
Required for all grade 10 students. A curriculum-based educational and career planning program providing early indicators of college readiness and elevating student expectations	English Mathematics Reading Science	50 40 25 30	30 min 40 min 20 min 25 min

IMPORTANT DATES	
JULY 11	• PLAN State Testing orders due at ACT
SEP 5	• PLAN State Testing materials arrive in districts
SEP 15 - 26	• PLAN State Testing Period

OCT 1	• UPS pickup of PLAN State Testing materials for return to ACT
OCT 7	• Deadline for receipt of PLAN Answer Folders. Answer folders received after this date may not be included in school/district aggregate reports.
DEC 8	• PLAN State Testing reports for buildings arrive in district offices
DEC 15	• PLAN State Testing reports for districts arrive in district offices
TBD	• PLAN State Testing data interpretation workshops for DACs and other district and building staff.

WHO SHOULD BE TESTED?

All students enrolled in **grade 10** of a Kentucky public school should complete the PLAN program. Any student who skips grade 10 would still be required to take all mandatory tests administered to all grade 10 students. A student who skips grade 10 must also take required assessment(s) for his/her current grade level. A student who must repeat grade 10 will be required to repeat grade 10 tests.

ADDITIONAL INSTRUCTIONS

- Block K: All students should mark "YES" even though they may actually be enrolled in a school different from where they are testing. KDE has directed that student results be reported by and returned to the <u>school or facility at which the student tested</u>. Marking "YES" in block K will ensure that student score reports are received by the testing school or facility.
- Block L: <u>Kentucky schools are to leave Block L blank.</u>

ACT will provide this instruction to building personnel through a supplement to the *Room Supervisor's Manual.*

PRE-ID OF ANSWER FOLDERS

ACT will provide barcoded pre-ID labels based on the student data file provided by KDE. Labels will be packaged with test materials by building, sorted alphabetically by student last name (i.e., in the order they were submitted to ACT). Building personnel will need to affix labels to answer folders and sort documents by testing room prior to the first administration of nontest sections. Instructions for applying the labels will be included in the test materials shipment. Once a label is applied to an answer folder, the folder cannot be used for a different student. If there is no pre-ID label for a student please see PLAN *Frequently Asked Questions* for directions.

ACCOMMODATIONS

Rules for granting accommodations for PLAN testing are the same as for the Kentucky Core Content Test. Go to http://education.ky.gov/JumpTo/?jump=ACTAssessments and click on <u>PLAN Assessment</u> for more information.

SPECIAL FORMAT MATERIALS AVAILABLE FOR ACCOMMODATIONS PLAN TESTING
• Large-print test book with large-print test response worksheet
• Braille test book
• Reader's script of test book
• Test recorded on audio CD or cassette

Nontest portions of PLAN can be completed with the assistance of a reader or scribe in an untimed setting.

On the PLAN answer folder, be certain that building personnel have filled in the circle in the Accommodations block that best describes the <u>primary accommodation allowed</u> for the respective student (see *Room Supervisor's Manual*, page 22).

- If extended time was allowed, but not used, the appropriate extended time statement should still be marked.
- Please mark <u>only one</u> accommodation statement for any student granted one or more accommodations from the standardized procedures described in the *Room Supervisor's Manual*.
    1. Standard print materials, with <u>*extended*</u> time limits (no other assistance)
    2. Large print test book with standard time limits
    3. Large print test book with <u>*extended*</u> time limits
    4. Oral presentation from reader script and Braille with <u>*extended*</u> time limits
    5. Oral presentation from reader script only with <u>*extended*</u> time limits
    6. Braille test book with <u>*extended*</u> time limits
    7. Scribe to transfer answers to answer sheet with standard time limits
    8. Scribe to transfer answers to answer sheet with <u>*extended*</u> time limits
    9. Assistive communication device (i.e., FM audio system) with <u>*extended*</u> time limits
    10. Oral presentation from audio cassette or CD-ROM with <u>*extended*</u> time limits

PLAN accommodated forms are different from PLAN test forms used for students testing under standard conditions. This is an important distinction to remember during testing and when distributing test booklets to students with their student reports.

Limited English Proficient (LEP)
<u>First year LEP students</u> in grade 10 are not required to take the PLAN assessments. A PLAN answer folder for a first year LEP student should not be returned to ACT. Schools will need to document first year LEP status on the roster and during review of data for accountability with KDE.

<u>Second year and beyond LEP students</u> in grade 10 are required to take the PLAN assessments. Districts need to <u>bubble in **LEP** in the Special Status Code section</u> on page 4 of the student's answer folder. If a LEP student receives any testing accommodation indicated on the PSP, districts also need to bubble the appropriate accommodation code on the answer folder.

<u>DISPOSITION OF MATERIALS AFTER TESTING</u>

Immediately after concluding the testing process, building coordinators should gather answer folders, prepare them as described in *Room Supervisor's Manual*, pages 21-22 and return scorable materials to the DAC.

As scorable materials are received from buildings, confirm that all administration forms (School Headers, Irregularity Reports, etc.) have been completed appropriately and placed correctly on top of the answer folders from the respective school. Answer folder envelopes from all schools in your district can be packaged together in one of the returnable cartons.

All PLAN test books should be retained at the buildings, to be returned to the students with their PLAN Student Report. After PLAN Student Reports have been received by the students and their PLAN test books returned, any remaining, unused, test books can be destroyed in a secure manner as you will not be able to use these test books next year.

PLAN REPORTS

REPORT	LEVEL	MEDIA
Student Reports showing school, district, and state norms (2 per student)-including Item Response	Student	Print
Using Your PLAN Results (also available In Spanish)	Student	Printed booklet
Score Labels (2 per student)	Student	Self-adhesive labels
High School List Report	School	Print
School Profile Summary Report	School	Print
Early Intervention Rosters	School	Print
Presentation Packet	School	Print
College Readiness Standards Reports	School	Print
Item Response Summary Report	School	Print
Data File by School	School	CD
District Profile Summary Report w/ Presentation Packet with School Profile Summary Report and Presentation Packet for each testing building in the district	District	PDF on CD
Item Response Summary Report	District	Print
Data File by District	District	CD

With the exception of the College Readiness Standards Reports, all reports for students and schools will be delivered 5-7 weeks after receipt of all answer folders in order to allow time for calculation of district and state norms. A CD with District and School reports will be delivered 3-4 weeks after school reports.

FREQUENTLY ASKED QUESTIONS

Q: *Test materials before the test: If a school does not have enough test materials for enrolled students, may I transfer materials from one school to another or borrow materials from another district?*

A: If a school needs additional PLAN test materials, they can be transferred from a school in your district that is certain to have extra materials. However, do not transfer materials to or from another district. You should arrange for all such materials transfers, and keep a log with the sites, quantities and serial numbers of the specific materials transferred.

Q: *Pre-ID labels: What should I do with a pre-ID label for a student who transferred out of our school before we tested?*

A: Destroy the label or, if already applied to an answer sheet, destroy the answer folder. Do NOT use the label for another student and do not forward the label to the new school.

Q: *Pre-ID labels: If a student's name or birth date is incorrect on the pre-ID label, should I still use the label?*

A: Yes, because the information it provides will enable a match back to KDE's database. However, you should also correct the information in the Student Information System (SIS).

Q: *Pre-ID labels: If there is no pre-ID label for a student, what should be done to test the student?*

A: The BAC should prepare an answer folder by completing Blocks A to J and Blocks P to S on a blank answer folder prior to testing. Demographic information should be entered exactly as it appears in the official student record. The state student ID number should be entered in Block D.

Q: *Last-minute accommodations: What do I do if a student is injured and will have trouble reading or completing an answer document during testing?*

A: Complete a Medical Emergency Form provided by KDE.

Q: *Answer Document Completion*: What if a student has used an ink pen to record answers on his or her answer document?

A: Ask the student to use a #2 pencil to mark over each of the ink marks on the answer document, including any double responses to test items. This should be done under close supervision to ensure all original responses are covered with pencil marks.

Q: *Test materials after the test: What if I accidentally discarded or misplaced the boxes needed for the return of test materials?*

A: The original shipping cartons carried the authorized return shipping labels to be used for shipping materials back to ACT. If these cartons are no longer available, call ACT Customer Services for instructions and additional shipping labels.

Q: *Test materials after the test: What should I do if I find test materials that should have been returned to ACT?*

A: The only PLAN test materials that <u>must</u> be returned to ACT are used answer folders to be processed. If a used answer folder is found after the original return shipment, place the document in a 9" by 12" or larger flat envelope and include the following information on a sheet of school letterhead paper:
      o   school name,
      o   ACT PLAN school code,
      o   test date, and
      o   type and number of materials enclosed.

      Mail to: The ACT Scoring Center, 2727 Scott Blvd., PO Box 4029, Iowa City, IA 52243.

RESOURCE DOCUMENTS AVAILABLE

Why Take PLAN?
PLAN Test Supervisor's Manual
PLAN Room Supervisor's Manual
PLAN Answer Folder
Instructions for Using pre-ID labels
PLAN School Header
Instructions for Completing Your PLAN Answer Folder
Using Your PLAN Results
PLAN Instructions for Special Testing

THE ACT

PROGRAM OVERVIEW

The ACT program is a comprehensive system for collecting and reporting information about students planning to enter postsecondary education. It consists of four major components:

Tests of Educational Development
The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The tests emphasize reasoning, analysis, problem solving, and the integration of learning from various sources, as well as the application of these proficiencies to the kinds of tasks college students are expected to perform.

Course/Grade Information Section
This component provides 30 self-reported high school grades in English, mathematics, natural sciences, social studies, language, and the arts. The courses include those that customarily form the core of a college preparatory curriculum and are frequently required for admission to college.

Student Profile Section
The SPS contains information reported by students, in such categories as educational plans, interests, and needs; financial aid; demographic background information; and extracurricular activities.

The ACT Interest Inventory
This 72-item survey reports scores that parallel six interest and occupational types. The Interest Inventory helps students identify majors consistent with their interests.

DESCRIPTION	SUBJECT	NUMBER OF QUESTIONS	TIME
Required for all grade 11 students. Assesses high school students' general educational development and their ability to complete college-level work.	English Mathematics Reading Science	75 60 40 40	45 min 60 min 35 min 35 min

IMPORTANT DATES	
AUG 18	• Test center establishment packets delivered to high school principals
SEP 5	• Deadline for ACT to receive completed school information and profile forms
TBD	• Deadline to register online for November training workshops
Weeks of NOV 3 and NOV 10	• Half-day training workshops conducted by ACT for Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators; DACs invited to attend
DEC 1	• Deadline for ACT to receive *Request for ACT-Approved Test Accommodations* and documentation for any student enrolled in the school as of November 1

DEC 5	• Deadline for ACT to receive *Proposal for Off-Site Administration of the ACT for Kentucky* from high school principals
JAN 23	• Deadline for ACT to receive *Request for ACT-Approved Test Accommodations* and documentation for any student new to the school after Nov. 1 • Deadline for ACT to receive *Application for State-Allowed Test Accommodations* for students who did not first apply for ACT-Approved Accommodations
Begin FEB 1	• Test Supervisors and Backups begin training Room Supervisors and Proctors; Test Accommodations Coordinators train staff assigned to help with accommodations testing
FEB – MAR	• Schools begin holding supervised pre-test sessions
FEB 13	• Deadline for ACT to receive *Application for State-Allowed Accommodations* for any student denied ACT-Approved Accommodations • Deadline for ACT to receive school requests to transfer accommodations material for any student transferring from another KY public school who was previously scheduled to test with ACT-Approved or State-Allowed Accommodations
EARLY FEB	• Non-secure ACT State Testing materials arrive at school buildings
MAR 2-6	• Secure ACT State Testing materials arrive at school buildings
MAR 10	• Primary ACT State Testing Date
MAR 10-24	• ACT State Testing window for ACT-Approved and State-Allowed Accommodations
MAR 11	• UPS picks up March 10 ACT State Testing materials for return to ACT • Deadline for ACT to receive faxed order forms for make-up ACT State Testing; standard time test materials only
MAR 24	• Make-up ACT State Testing Date
MAR 25	• UPS picks up make-up and test accommodations ACT State Testing materials for return to ACT
TBD	• Regional staff hold ACT data interpretation workshops for KY educators

WHO SHOULD BE TESTED?

All students enrolled in **grade 11** at a Kentucky public school should be tested. For any grade 11 student who does not test, an *Explanation for ACT Nonparticipation Form* should be completed and returned to KDE by the test supervisor. DACs should receive a copy of each of these from the test supervisors.

ACT, KDE AND DAC COMMUNICATION FOR THE ACT

Throughout the year, information regarding test-day administration, accommodations, and irregularities for the ACT will be communicated directly to building personnel, including Test Supervisors and Test Accommodations Coordinators (TAC).

To keep DACs fully informed, all significant information sent to Principals, Test Supervisors, and TACs will also be copied to DACs. The communication schedule is based on a calendar of tasks and deliverables that are made available to both DACs and school personnel.

STANDARD TESTING REQUIREMENTS

Schools must abide by the standard testing requirements as stated in *ACT Assessment Standard Testing Requirements* and *The ACT Supervisor Manual of Instructions for State Testing.*

Appointing Required Testing Staff

For schools to establish their participation, they must complete all "Test Site Establishment Documents" provided by ACT. The initial mailing will be sent to the school principal who will identify the required testing staff (Test Supervisor, Backup Test Supervisor, and Test Accommodations Coordinator) at each school. DACs will receive informational copies of such mailings.

The **Test Supervisor** must meet ACT's standard requirements for testing staff, provide documentation of the school's secure storage facilities, and agree to ACT's standard requirements for test administration. The Test Supervisor will serve as the primary contact for all communications about the ACT administration, will receive materials, will be responsible for conducting standardized and secure test administrations at the school, and will promptly return all test materials to ACT. Each appointed Test Supervisor will be required to complete and return to ACT an ACT Supervisor Profile. After review and approval of the Profile, all future communications about the test administration will be addressed to the Test Supervisor.   In subsequent years, renewal materials will be mailed to each previously appointed Test Supervisor with a request to confirm the existing information and their continuation or replacement.

Principals will be required to appoint a **Back-up Test Supervisor** who meets the same criteria as the Test Supervisor, and who will be able to serve in the event that the Test Supervisor is unable to fulfill his/her administration duties on the test day. Each Back-up Test Supervisor must also complete a profile for ACT's review and approval.

Principals will appoint a **Test Accommodations Coordinator (TAC)** to serve students who need test accommodations (see "Students Requesting Test Accommodations" below). This individual will be responsible for submitting requests for accommodations and coordinating the testing of students approved for those accommodations during the period of time between the spring initial test date and the makeup test date. The TAC will serve as the primary contact for all communications about the ACT accommodations administration, will receive the accommodation test materials, will be responsible for conducting standardized and secure test accommodations administrations at the school, and the prompt return of all accommodations test materials to ACT. The TAC must complete a form agreeing to take on this responsibility.

ACCOMMODATIONS

ACT is committed to ensuring that official ACT scores reported to colleges and other entities from Kentucky State Testing are comparable to scores earned through other forms of ACT testing involving the application of ACT's test accommodations policies. Therefore, ACT supports the following two forms of accommodations on the ACT when it is administered as part of a state testing program:

- **ACT-Approved Accommodations** result in ACT scores that are fully reportable to colleges, scholarship agencies, and other entities *in addition to* being used for state testing purposes. Only students with professionally diagnosed and documented disabilities and who receive accommodations in school should apply for ACT-approved accommodations. Examples of accommodations that may be requested include extended time, alternate test formats, stop-the-clock breaks, and authorization to test over multiple days. Requests will be reviewed by ACT staff, and if appropriate, by other expert disability consultants, to ensure they meet ACT's established eligibility criteria and include the same supporting documentation required for approving all other ACT accommodations requests.

- **State-Allowed Accommodations** that result in ACT scores used only for state testing purposes; these scores are not college-reportable. English language learners (ELL) who do not have a disability but receive accommodations in school should request State-Allowed Accommodations.

The school's appointed TAC will submit individual requests for test accommodations to ACT. The TAC will submit **one** of the following forms for each student for whom accommodations are requested:

- *Request for ACT-Approved Accommodations* – This request form will be used to request ACT approval of test accommodations for students who meet ACT's established eligibility requirements.

- *Application for State-Allowed Accommodations* – This application will be used to request test materials for students who will test with "state-allowed" accommodations. This includes students who do not meet ACT's eligibility requirements (e.g., English language learners with no disabilities) or whose requests for ACT-Approved Accommodations have been denied.

ACT Review of Requests for Accommodations on the ACT
ACT will review requests for ACT approval by applying the Americans with Disabilities Act (ADA) standards that are used for all such requests. Approval is dependent on submission of all required documentation by the stipulated deadline and review by ACT. It is possible for ACT to approve an accommodation for one student, while the same accommodation may be denied for a different student.

Students who do not meet ACT eligibility requirements (e.g., English language learners with no disabilities) or whose requested accommodations are denied by ACT may apply to take the ACT with the denied accommodations under the State-Allowed Accommodations option, *or* they may test under standard conditions. IMPORTANT NOTE: Students must apply for the State-Allowed Accommodations so that ACT can ship the correct ACT test materials – which are *different* from those used by examinees testing with ACT-Approved Accommodations.

Accommodations Request Timeline for 2008-2009

December 1	Deadline for ACT to **receive** *Request for ACT-Approved Test Accommodations* and documentation for any student enrolled at the school as of November 1.
January 23	Deadline for ACT to **receive** *Request for ACT-Approved Test Accommodations* and documentation for any student new to the school *after* November 1; such late requests will be considered only if complete when received. Because of time constraints, the first review decision will apply without option for reconsideration for the ACT for Kentucky **State** Testing; additional information may be submitted for later testing. A student who is denied an accommodation must test with standard time and materials or complete and submit an *Application for State-Allowed Accommodations* by February 13.
January 23	Deadline for ACT to **receive** *Application for State-Allowed Accommodations.* This applies to any student whose request for ACT-Approved Accommodations was submitted on time (above) and denied, and any student whose conditions do not meet ACT's eligibility criteria.
Week of January 26	School TACs receive a preliminary roster of students approved to test with ACT-Approved Accommodations.

February 6   Deadline for TACs to contact ACT with questions or changes after reviewing preliminary roster for ACT-Approved Accommodations, timing codes, and test formats.

February 13   Deadline for ACT to **receive** school requests to transfer accommodations materials for any student transferring from another school in Kentucky who was Previously scheduled to test with ACT-Approved or
State-Allowed Accommodation; all such requests mush be in writing via fax.

February 13   Deadline for ACT to receive *Application for State-Allowed Accommodations* for any student denied ACT-Approved Accommodations.

INVALIDATED SCORES

If any student's test scores are invalidated, ACT will notify KDE in writing of records that have been invalidated, including the conditions that led to the invalidation. ACT will work directly with school testing staff to determine when scores must be invalidated; KDE will be responsible for informing DACs of the outcomes.

ACT REPORTS

STANDARD ACT REPORTS BY STUDENT (ALL COLLEGE-REPORTABLE STATE TESTING SCORES)*			
Report	Media	When	Recipient
Student Report and *Using Your ACT Results*	Print	3-7 weeks after test date	Student at address entered on answer document
High School Report (1 per student)	Print	3-7 weeks after test date	Dir of Counseling (by title only)
Score Labels (2 per student)	Print	3-7 weeks after test date	Dir of Counseling
High School List Report	Print	3-7 weeks after test date	Dir of Counseling
College Report(s)	As requested by college	As requested by college	College(s) entered by student on answer document

*Students receiving state-allowed accommodations on the ACT do not receive a college-reportable score.

HIGH SCHOOL REPORTS FROM ACT STATE TESTING				
Report	Population Reported	Media	When	Recipient
High School Profile Report	All students	Print	Late August	Principal
College Readiness Standards Report with online PDF guides	All students	Print	Late August	Principal
State-Allowed Score Notification Letter (1 for student, 1 for school)	Students Tested with State-Allowed Accommodations	Print	Late August	Principal

DISTRICT REPORTS FROM ACT STATE TESTING				
Report	Population Reported	Media	When	Recipient
District High School Profile Report	All students	Print	Late August	DAC
High School Profile Report for each HS in District	All students	Print	Late August	DAC
District College Readiness Standards Report	All students	Print	Late August	DAC
District Student Data File	All students	CD	Late August	DAC

FREQUENTLY ASKED QUESTIONS

Q: *Test Scores: Will the March ACT test given to Kentucky 11th grade students count for college admissions purposes?*

A: All students who take the ACT as part of State Testing in Kentucky with either standard time or ACT-Approved Accommodations and receive scores will be able to use those scores for college admission and scholarship purposes. Students who test using State-Allowed Accommodations or who do not receive scores due to a misadministration will not be able to use their results for college admissions.

Q: *Test Sites: Will high schools that are already approved test centers for the national ACT administration have to be approved again for the ACT for Kentucky state testing?*

A: Yes. High schools currently serving as ACT test centers must return their establishment packet materials and request to be established as a test site for the weekday administration of the ACT for Kentucky.

Q: *November Training Workshops:* I would like all the principals and counselors in my district to attend the ACT training workshops. Can I register extra staff?

A: Unfortunately, no. Due to space limitations, only the 3 appointed testing staff for participating high schools (Test Supervisor, Back-Up Test Supervisor, and Test Accommodations Coordinator) and DACs will be attending the workshop. Materials will be provided to testing staff so that they may in turn train Room Supervisors and Proctors to assist them with test administration in their schools.

Q: *Test Administration: Can district personnel and other interested parties (DACs, school board members, superintendents, media, etc.) monitor test administration on test day?*

A: To protect examinees from anxiety and distractions, unauthorized persons – including parents, board personnel, media, etc. – must not be allowed to enter, observe, or photograph test rooms or preliminary activities. Only authorized personnel serving in the role of testing staff (Test Supervisor, Back-Up TS, TAC, Room Supervisor or Proctor) are allowed in the testing area.

RESOURCE DOCUMENTS AVAILABLE:

Supervisor's Manual
Preparing for the ACT
Taking the ACT
Standard Testing Requirements
Qualifications and Responsibilities, Test Supervisors and Back-up Test Supervisors

2008-2009 COMPREHENSIVE CALENDAR FOR KENTUCKY STATE TESTING	
JULY 11	• EXPLORE and PLAN State Testing orders due at ACT
AUG 18	• Test center establishment packets delivered to high school principals for the ACT
SEP 5	• EXPLORE and PLAN State Testing materials arrive in districts
SEP 5	• Deadline for ACT to receive completed school information and profile forms for the ACT
SEP 15 - 26	• EXPLORE and PLAN State Testing period
OCT 1	• UPS pickup of EXPLORE and PLAN State Testing materials for return to ACT
OCT 7	• Deadline for receipt of EXPLORE and PLAN Answer Folders. Answer Folders received after this date may not be included in school/district aggregate reports.
Weeks of NOV 3 & NOV 10	• Training workshops conducted by ACT for Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators. DACs invited to attend.
DEC 1	• Deadline for ACT to receive *Request for ACT-Approved Test Accommodations* and documentation for any student enrolled in the school as of November 1
DEC 5	• Deadline for ACT to receive *Proposal for Off-Site Administration for the ACT for Kentucky* from high school principals.
DEC 8	• EXPLORE and PLAN State Testing reports for buildings arrive in district offices
DEC 15	• EXPLORE and PLAN State Testing reports for districts arrive in district offices
TBD	• EXPLORE and PLAN State Testing data interpretation workshops for DACs and other district and building staff
JAN 23	• Deadline for ACT to receive requests and documentation for ACT-Approved Accommodations for ACT State Testing for any student new to the school after November 1 • Deadline for ACT to receive requests for State-Allowed Accommodations for ACT State Testing
Week of JAN 26	• School TACs receive a preliminary roster of students approved to test with ACT-Approved Accommodations
Begin FEB 1	• Test Supervisors and Back-ups begin training Room Supervisors and Proctors; Test Accommodations Coordinators train staff assigned to help with accommodations testing for the ACT
Early FEB	• Non-secure ACT State Testing materials arrive at school buildings
FEB-MAR	• Schools begin holding supervised pre-test sessions for the ACT
FEB 6	• Deadline for TACs to contact ACT with questions or changes after reviewing preliminary roster for ACT-Approved Accommodations, timing codes, and test formats
FEB 13	• Deadline for ACT to receive Applications for State-Allowed Accommodations for State Testing for any student denied ACT-Approved Accommodations • Deadline for ACT to receive school requests to transfer ACT State Testing accommodations material for a student transferring from another school who was previously scheduled to test with ACT-Approved or State-Allowed Accommodations
MAR 2-6	• Secure ACT State Testing materials arrive at school buildings

MAR 10	• Primary ACT State Test Date
MAR 10-24	• ACT State Testing period for ACT-Approved and State-Allowed Accommodations
MAR 11	• UPS picks up March 10 ACT State Testing materials for return to ACT • Deadline for ACT to receive faxed order forms for make-up ACT State Testing; standard time test materials only
MAR 24	• Make-up ACT State Test Date
MAR 25	• UPS picks up ACT State Testing make-up and test accommodations materials for return to ACT
	• 3 -7 Weeks after the ACT test date students will receive score report at address entered on answer document and Director of Counseling will receive High School Report
LATE AUGUST	• School and District Reports delivered for the ACT
TBD	• ACT State Testing data interpretation workshops for KY educators